



Parish Clerk

Mr Philip Harty
The Glebe
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Sutton
Ely
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NOTICE OF MEETING:

TIME:

Full Council

7.30pm

DATE:

22nd July 2025

VENUE:

The Pavilion, The Brook, Sutton.

Planning applications: All applications can be viewed at www.eastcambs.gov.uk/online-applications/, then putting the application number in the search bar.

Dear Sir/Madam

A Meeting of Sutton Parish Council¹ will be held on Tuesday 22nd July 2025 at 7.30pm at: The Pavilion, The Brook, Sutton.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

The meeting is open to members of the public (including the press) unless stated otherwise in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

Philip Harty

Mr Philip Harty
Clerk to Sutton Parish Council
17th July 2025

MEMBERS: 15

QUORUM: 5

Vacancies: 5

A G E N D A

058/25 To receive and note apologies for absence.

059/25 To receive declarations of interest

- a) Councillors to declare any personal interest in any items on the agenda
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.

060/25 Public Participation

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting **in relation to the business to be transacted at that meeting.**

061/25 To approve the minutes of the meeting of Council held on 24th June 2025 (Attached)

062/25 To receive and note the Project Chart and Action Plan (attached)

¹ Local Government Act 1972, schedule 12, paragraph 7 (2).

063/25 To receive reports in relation to Sutton from:

1. Cllr Lorna Dupre – Cambridgeshire County Council
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council

064/25 Finance

1. To approve payments.

Online Payments

July 2025	Salaries & expenses	£8534.09
July 2025	Cambs Pension Fund	£882.30
Veolia Ltd	Easi-bins	£177.53
The Copier Warehouse	Photocopying	£124.82
Sutton Tree Services	Tree Removal - Paddock	£300
TrueLink Ltd	Grass Cutting June	£346.90
Centra Data	Computer Support	£404.40
ESPO	Office/Cleaning Supplies	£150.18
Digital Creations	Newsletter Printing	£336
Pepperpot	Advertising	£65
Scouts	Newsletter Delivery	£350
Notice Board Co	Timebank Notice Brd	£247.17
Amazon Business	Office Eqpt/MVAS Batteries	£204.96
CAPALC	Internal Audit	£253.60
CAPALC	Membership	£905.24
CAPALC	Training	£45
SSE	Final Invoices	£3540.10

Direct Debits

ECDC	Non-domestic rates	£717
Lloyds	Multipay	£354.08
O2	Mobile Phones	£102
DRAX	Pavilion Electric	£149.60
DRAX	Glebe Electric	£292.85
British Gas	Glebe Gas	£39.99
British Gas	Pavilion Gas	£245.35
B & CE	Peoples Pension	£188.12
HMRC	Tax & NIC	£2120.77

2. Approve Van Insurance Renewal

Renewal Quote for 3676.82 for Parish Van 2025-26
Increase of £16.99 from 2024-25

3. Report From Finance Working Party

- a. Review of Quarter 1 Finances – See information Pack
- b. CCLA – Change in Ownership. To Be Noted.

065/25 Planning

1. Planning approvals/Refusals –
2. Appeals/Variations –
To Vary Condition 1 (Approved Plans) of previously 22/00057/RMM approved at appeal APP/V0510/W/23/3328203, dated 08 July 2024 for Reserved Matters for appearance, landscaping, scale and layout for the erection of 47 homes including public open space of previously approved Outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access
Location: Land Rear Of 30 To 40 Garden Close Sutton Cambridgeshire
Reference: 25/00667/VARM

3. Planning Applications –

- a. Erection of hay barn for the storage of hay bales for personal usage

Location: Paddock To South Of 65A The Row Sutton Cambridgeshire

Reference: 25/00624/FUL

- b. Land Adjacent 43 Mepal Road Sutton Cambridgeshire

Non Material Amendment to previously approved 24/00340/RMM Reserved matters for layout, scale, appearance and landscaping of 164 dwellings (excludes self-build plots), internal roads, parking, open space, landscaping, sustainable urban drainage and ancillary infrastructure pursuant to 19/01707/OUM

4. Tree Consents –

T1 Sycamore - Crown Reduction of 2.5 to 4 meters, back to previous pruning points, located overlapping house No.9

T2 Sycamore - Crown Reduction of 2.5 to 4 meters, back to previous pruning points, located overlapping wall and parking area of house No.8

Location: Walsingham House 9 Sutton Park Sutton Ely Cambridgeshire

Reference: 25/00540/TPO – Consent Given – TO BE NOTED ONLY

066/25 EPC Certificate Registration

Council to consider EPC Certificates for the Glebe, Pavilion, Village Hall.
Information in pack.

067/25 Review and Adopt Policies

- a. IT Policy
- b. Smoke Free Policy
- c. Community Engagement Policy
- d. Publication Scheme

068/25 War Memorial

Discuss Quotes and forward action.
Information in Pack

069/25 To Discuss Parish Council Attending Village Events

070/25 To Discuss Cyber Security Insurance

It was recommended during the Internal Audit 2025 that the Council consider Cyber Insurance.
This is not mandatory.
2 quotes obtained – see information pack for details.
Costs Ranged from £290 - £410

071/25 Additional Play Park Signage

To discuss and approve 2 new warning signs for play park area.
Attached in information Pack
Cost £355.24

072/25 Glebe Curtains Quote

To discuss and consider making good the curtains in the Glebe Hall
2 Quotes attained:
1. Remove Curtains, install new lining, fireproof curtains, reinstall £2180
2. Install new lining, fireproof curtains. Removal and refit not included £2761.56

073/25 Discuss Provision of 3 new Planters

Discuss and approve provision of 3 Planters.
Council to buy direct or Open Spaces to apply through Grant Scheme.
Total Cost for Planters, Compost, Plants: £930

074/25 St Andrews to The Orchards Footpath

To discuss and approve new Contractor to undertake work.
Approved contractor has pulled out.
Council to decide if to go ahead with next nearest quote of £9622.80.
Work to be undertaken in October.

075/25 Matters as Agenda Items for Future Consideration

No Decision can be Made Under This Item²

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 13th August 2025

076/25 Date of Next Full Council Meeting(s)

19th August 2025 - Full Council
23rd September 2025 – Full Council
21st October 2025 - Full Council
25th November 2025 - Full Council
16th December 2025 - Full Council & Budget/Precept

Members of the public and press are welcome to attend the meeting.

² Local Government Act 1972, s12 10(2) (b)